

Public Affairs and Communications Manager

Title	Public Affairs and Communications Manager
Responsible to	Head of Public Affairs, Director of Operations
Commitment	Full-time 37.5 hours/week, with occasional evening and weekend working 12-month contract (initially) Immediate start
Salary	Circa £32k-36k (depending on experience)
Location	London (flexible/alternative working locations also possible)

Background

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations and professional networks. Islamophobia is a real challenge in our society, with conspiracy theories believed by a large proportion of the population, whether it is the fact that 31% of young children think Muslims are going to take over England or the fact that a third of the population believes in the existence of no-go zones where non-Muslims cannot enter due to Shari'a law.

Role Purpose

To play a leading role in the communications, advocacy and public affairs on the topic of Islamophobia, including feeding in positively and constructively into government policy, on behalf of the Muslim Council of Britain.

Key Tasks and Responsibilities

1. Manage and oversee all public affairs and communications output, working with Exec members and Office Bearers on projects and areas of work where necessary.
2. Writing, overseeing and managing all press communications, both proactive and reactive interventions and building strategic relationships with key journalists.
3. Manage and conduct reactive programmes of work depending on the political climate, e.g. elections, public crises.
4. Build relationships with key stakeholders including politicians, relevant parliamentary groupings, think tanks, academics and NGOs.
5. Support the development of the most appropriate advocacy strategies.
6. Prepare high-quality briefing documents with the appropriate research, for external and internal stakeholders on key issues, in particular in relation to Islamophobia.
7. Monitor political environment and feedback timely information to all relevant internal staff, identifying opportunities and drafting responses to parliamentary, government and other consultations.
8. Engage with all relevant stakeholders, including within Muslim communities, to strengthen understanding on Islamophobia and to achieve goals set out by internal strategy.
9. Managing members of staff in the Public Affairs and Communications team, carrying out all necessary management activities in line with HR practices.
10. Act as the spokesperson for the organisation, giving interviews to the media and preparing other spokespeople for interviews.
11. Keeping financial records in line with allocated budget.
12. Dealing with ad hoc queries and correspondence.
13. Regularly communicating progress to senior management and stakeholders.
14. Carrying out other tasks as may be reasonably requested by your line manager.

Person Specification:

- Detailed awareness and understanding of the key issues related to Muslim communities at a national level, in particular in relation to Islamophobia
- Experience of writing clear, concise and persuasive copy, presenting complex information in a way that is straightforward to understand
- Track record of preparing briefing documents and influencing stakeholders
- Highly driven and self-motivated, able to prioritise and calmness under pressure
- Strong IT skills
- Desirable: Direct history of engagement within Muslim communities
- Desirable: Public Affairs or Communications background